

August 19, 2020



Dear LCPS School Principals and Special Education Vice Principals/Deans:

On behalf of the LCPS Special Education Advisory Committee (SEAC), we are eager to begin planning our activities for the 2020-2021 school year and look forward to collaborating with you throughout the year to enhance special education in LCPS. SEAC's role as an advisory committee to the School Board is to identify the unmet needs of special education (SPED) students. One of our continued goals is to improve outreach and communication to build a stronger, more connected, and better-informed special education community.

To ensure that your school receives valuable information about LCPS special education programs, services and activities, ***we ask for at least one parent to be appointed as the representative to SEAC from each school.*** Appointments are typically made by the PTA/PTO at the beginning of each school year with the urging and follow-up of the Principal. During this unprecedented time, meetings will be held virtually and live streamed, the SEAC Representative is expected to attend monthly SEAC meetings and be a conduit for sharing monthly report to special education families and staff at your school. We provide the brief monthly report to make it as easy as possible for your representative to share, these can be posted on the school's website or in communication from the Principal or PTA/PTO.

Please work with your PTA/PTO to appoint a SEAC Representative and forward their contact information to [SEACViceChairMembership@lcps.org](mailto:SEACViceChairMembership@lcps.org) as soon as possible. SEAC is **creating an online training video that will be posted and shared with each PTA/PTO Representatives and current SEAC members.**

**SEAC meetings are held the first Wednesday of each month beginning September 9th.** Presentations **will begin at 6:00 p.m.** and are intended to provide a forum to identify, discuss and share information pertaining to areas of need and progress for the special education community. **SEAC Business meetings will follow the presentation and begin at 7:15 p.m. At this time, presentations and meetings will be virtual and live streamed until further notice.** Parents, educators, students and any other interested parties are welcome and encouraged to attend and participate in these open meetings. Issues of importance to the special education community are raised by parents, teachers, administrators and others through a public comment process. We also sponsor a prestigious annual *Recognition for Excellence in Special Education* awards program that honors educators, programs, parents and students who demonstrate excellence in the LCPS special education community and who inspire others to do the same.

We have attached a SEAC flyer and a description of the PTA/PTO Representative role and our Business Meeting and Presentation Schedule. Please share this with your PTA/PTO President, SPED staff and others interested in getting more involved in SEAC. We encourage you to include our flyer in your Back to School information. Please visit our website for more information at: [www.lcps.org/seac](http://www.lcps.org/seac) and follow us on Facebook at: [www.facebook.com/LOUDOUNSEAC/](https://www.facebook.com/LOUDOUNSEAC/).

We wish you all the best for the new school year and look forward to working with you.

With appreciation for your assistance and support of special education,

Sharon Tropf, LCPS Chair of SEAC ([seacchair@lcps.org](mailto:seacchair@lcps.org))

Dr. Patricia Nelson, LCPS Director of Special Education ([patricia.d.nelson@lcps.org](mailto:patricia.d.nelson@lcps.org))